

Professional and Managerial Branch
Code Compliance Group
Building Services Series

CHIEF BUILDING INSPECTOR

03/02 (REB)

General Purpose

Under direction, organize, direct and coordinate review, inspection and enforcement activities of the building services department related to code and ordinance compliance for all commercial and residential additions, remodels, renovations or new construction and existing facilities for the city.

Typical Duties:

Oversee the daily operations of a division responsible for inspection and enforcement of plumbing, electrical, mechanical, structural, signs, zoning and nuisance abatement codes and ordinances in order to ensure the public health, safety and welfare. Involves: Respond to and investigate complaints of violations related to city regulations and code ordinances. Oversee code revisions in coordination with other city departments. Assist in preparing new language for permitting, licensing and other procedures. Update licensing procedures and fees. Modify and streamline policies and procedures outlined in Municipal Code. Enforce codes and ordinances. Prepare correction notices, stop work, and citations. Provide testimony in City-initiated legal cases and lawsuits against the city; provide expert testimony in civil cases regarding city codes and ordinances; train and prepare staff in proper court room techniques for presenting testimony.

Maintain public records and files and ensure uniform application of codes and regulations. Involves: Ensure that inspectors maintain current certifications in compliance with state requirements for enforcement and inspection related to building codes and regulations, and registration and licensing of contractors. Provide assistance to inspectors, architects, engineers, contractors, home and business owners to resolve issues in field or technical guidance related to codes and regulations. Liaison between customers, inspectors and contractors and other divisions to resolve issues. Perform field inspections or investigations to ensure uniform application of codes and regulations. Prepare and provide staff training to ensure current application of codes and new methods of inspection, investigation and enforcement.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Building Services Department goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in codes and regulations.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of building codes, ordinances, and standards, related to inspection and enforcement.
- Comprehensive knowledge of architectural and engineering practices related to public and private sector building, zoning, and construction services and programs.
- Good knowledge of administrative and supervisory practices.
- Good knowledge of public speaking and public relations.
- Ability to calculate long and short term budgetary projections for inspection and enforcement division projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Ability to interpret oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Ability to interpret building plans, blueprints and diagrams specific to a variety of building codes and regulations.
- Ability to provide clear and concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.

Other Job Characteristics

- Occasional exposure to inclement weather, hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Occasional driving through city traffic.
- Frequent public presentations.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a high school diploma or GED, with four (4) years of supervisory level building code inspection and enforcement experience.

Licenses and Certificates: Certification by the International Congress of Building Officials or Southern Building Code Congress International as a Building, Plumbing, Mechanical, Fire or Electrical Code Analyst required by time of appointment. Certification as a Building Official by the International Code Council within one (1) year of appointment. Texas Class "C" Driver's License or equivalent from another state.

Personnel Director

Department Head